

## **S21 PRESENTATION OF WORK – Policy and Guidelines**

### *The presentation of student work*

<b>Last Reviewed:</b>	<b>June 2015</b>
<b>Next Review:</b>	<b>June 2017</b>
<b>Responsible:</b>	<b>The Principal</b>
<b>Approved by Access Committee:</b>	<b>June 2015</b>
<b>Reviewed by Full Governing Body:</b>	<b>June 2015</b>

#### **1. Purpose**

- 1.1 The Bushey Academy has established the following policy in order to provide teachers, students, parents and carers guidelines and consistent instructions for the presentation of work in books, folders, portfolios, planners or display boards.
- 1.2 Instilling in students a sense of pride in their work is in keeping with the vision that The Bushey Academy is a place where “happiness is derived from positive self-esteem” and students are “proud to belong”.
- 1.3 Clear presentation and organisation of work encourages students to become independent learners who use their work as learning aids to manage their progress and revision.

#### **2. Rationale**

- 2.1 The Bushey Academy aims to develop the knowledge and thinking skills of students in a wide range of contexts and subjects. Clear and thoughtful presentation of work is a key part of this process.
- 2.2 The presentation and organisation of work has been directly linked to learning and achievement as well as positive work ethic and self-esteem.
- 2.3 Developing students’ ability to present and articulate their thoughts through clear presentation will aid the development of behaviours for learning that enable them to become lifelong learners.

#### **3. Responsibility**

- 3.1 It is the responsibility of all adults who work with the students at The Bushey Academy to model good presentation and organisation at all times.
- 3.2 Teachers should address concerns about presentation and organisation with students in order to develop positive habits and support learning.

- 3.3 Form tutors should create opportunities to remind and encourage students about the importance of taking pride in the presentation of their work.
- 3.4 Students should maintain high standards of presentation and organisation.
- 3.5 Teachers should make explicit links between presentation and progress wherever possible and reward students who make improvements in their presentation and organisation.
- 3.6 Parents should encourage their child(ren) to maintain high standards of presentation and take pride in their work.

#### **4. Presentation of student work in books/folders/portfolios**

- 4.1 All exercise books should be covered with a plastic cover provided by the academy.
- 4.2 All work should be headed with a title or a learning objective that is underlined using a ruler.
- 4.3 All work should include the date that is underlined using a ruler.
- 4.4 All pictures, diagrams, tables created directly in books should be completed in pencil and if appropriate coloured using coloured pencils.
- 4.5 All written work should be completed in black/blue pen only. Exceptions are for work that is submitted for external assessment purposes where only black pen may be permitted. It is the responsibility of the classroom teacher to identify to the students when this is the case.
- 4.6 Students should identify whether work has been completed during the lesson or outside of the lesson by writing 'CW' or 'HW' as appropriate in the margin.
- 4.7 Students should ensure that all additional sheets are glued into books or organised in the folder to maintain chronology and ensure that progress can be assessed.
- 4.8 Exercise books and folders should be free from irrelevant drawings/doodling.
- 4.9 In addition to the above, teachers may share with students subject specific guidelines for the presentation of work.
- 4.10 Exceptions to the above may be appropriate where work is completed for the purpose of display (in classrooms or otherwise) as outlined in section 5 of this document.

#### **5. Presentation of work on display boards or walls**

- 5.1 Student work presented as part of a learning display in should be of an appropriate Standard that allows it to meet one or more of the defined purposes as follows:

- 5.1.1 The work has been displayed as a means of rewarding or celebrating the efforts of a student or to raise their self-esteem.
- 5.1.2 The work has been displayed in order to share good practice across students or classes.
- 5.1.3 The work represents an example of a particular grade or level to be used as a learning tool.
- 5.1.4 The work has been displayed because it is aesthetically pleasing.

### **MONITORING AND EVALUATION**

The Access Committee will monitor the working of the policy and consider annually whether any amendments need to be made